

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: July 12, 2016

Closing Date: WHEN FILLED.

FROM: DIRECTOR OF LIBRARY SERVICES

DEPARTMENT: LIBRARY

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Assistant Director of Library Services	SUPV 3	\$59,218-\$82,846	\$59,218-\$82,846

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: Yes HOURS: 40 PART TIME No If part time, what hours or days? N/A

II. REASON FOR NEED

REPLACEMENT: Yes ☒ No

ADDITION: Yes No ☒ If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE ☒ COMMERCIAL OTHER

EXPERIENCE:

Assists Library Director in the management, supervision and administration of the North Haven Memorial Library in order to provide maximum services to library patrons in accordance with library and town policy. Directs the library in the absence of the Director. Reports directly to the Director of Library Services. Schedules and supervises the library staff and substitutes for the Director, in his/her absence. Ability to administer the activities of a public library and to supervise the work of others. Ability in oral and written communication. Assists in planning, implementing and evaluating library services. Good organizational skills including the ability to prioritize. Expertise and proficiency with computers and related hardware, popular library software, internet and digital communications. Leads the Adult Book Selection Committee. Attends professional meetings. Purchases books and supplies. Compiles periodic statistics. Ensures safe conditions for staff and public. Takes appropriate action in building emergencies. Thorough knowledge of reader interest level, books, authors and reference resources. Ability to establish and maintain effective working relationships with superiors, subordinates and officials of other departments and agencies. Thorough knowledge of the principles and practices of public library functions. Considerable knowledge of the principles and practices of public administration as applied to a public library, and the use of the computer in libraries. While performing the duties of this job the employee must stand, walk, sit, stoop, kneel, crouch and reach with hands and arms. Employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds. Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited college or university plus three years progressively responsible library administration experience including one to two years in a supervisory capacity. The successful candidate may be expected to work evenings and will be expected to work Saturdays in rotation. This is a 40hr/week position and part of a collective bargaining unit.

APPROVED BY: _____SEL

_____DF/A

_____DLS